

Vice President of Finance & Strategy

Biltmore Country Club

North Barrington, Illinois

Executive Overview

Biltmore Country Club is seeking a Vice President of Finance to serve as a senior business leader and strategic partner to the Club Manager, Board of Directors, and Finance Committee. This role represents a meaningful evolution from a traditional Controller function to a forward-looking financial executive who combines financial rigor with strategic insight, leadership presence, and exceptional communication skills.

The Vice President of Finance is responsible not only for stewardship of the Club's financial integrity, but for telling the story behind the numbers—helping leadership understand trade-offs, risks, opportunities, and long-term implications of decisions. This individual must be able to see the forest despite the trees, challenge assumptions constructively, and help guide Biltmore's financial strategy in support of its mission as the premier family country club in the northwest suburbs of Chicago.

Position Summary

The Vice President of Finance directs and oversees all financial, accounting, treasury, and selected administrative functions of the Club while serving as a trusted advisor and business partner to senior leadership.

This role is accountable for:

- Translating financial data into strategic insight and actionable recommendations
- Leading long-range financial planning, capital planning, and risk management
- Supporting major operational, membership, and capital investment decisions

- Representing the Club with financial institutions, lenders, auditors, and external partners

This is a leadership role, not a transactional accounting position.

Reporting & Key Relationships

Reports to: Club Manager

Key internal partners: Board of Directors, Treasurer, Finance Committee,
Department Heads

External partners: Banks and lenders, auditors, legal counsel, insurance brokers,
technology vendors

Core Responsibilities

Strategic & Business Leadership

- Serve as a strategic thought partner to the Club Manager and Board, providing financial perspective on operational, membership, and capital decisions.
- Develop and communicate a clear financial narrative that explains trends, risks, and opportunities—not just historical results.
- Provide scenario modeling, forecasting, and sensitivity analysis to support decision-making.
- Constructively challenge the status quo while maintaining a collegial, collaborative leadership style
- Provide leadership and oversight for all major capital investments to ensure projects are completed on time and within budget.

Financial Planning, Analysis & Storytelling

- Lead the annual operating and capital budgeting process with a focus on strategic alignment and accountability.

- Prepare high-quality financial presentations for the Board and Finance Committee that clearly communicate the essence of the financial story.
- Analyze departmental performance and partner with department heads to improve financial and operational outcomes.
- Lead long-range financial planning, including capital replacement planning and liquidity management.

Treasury, Banking & Negotiation

- Lead all banking relationships, including negotiation of credit facilities, loans, leases, and banking services.
- Demonstrate a proven ability to negotiate favorable terms and structures with financial institutions.
- Oversee cash flow management, liquidity planning, and investment strategies consistent with Club policies.

Accounting, Controls & Compliance

- Ensure the integrity, accuracy, and timeliness of financial reporting.
- Maintain strong internal controls and oversee audit preparation and external auditor relationships.
- Ensure compliance with all tax filings, regulatory requirements, licenses, and insurance coverage.
- Oversee payroll, benefits administration, and related compliance activities.

Team Leadership & Culture

- Lead, mentor, and develop the accounting and finance team.
- Foster a collaborative, service-oriented culture that supports department heads and staff.
- Function as a visible, trusted member of the senior leadership team and role model Biltmore's values.

Systems, Technology & Process Improvement

- Oversee financial systems, including Clubessential and related platforms, ensuring data integrity.
- Continually improve reporting, analytics, and communication effectiveness
- Partner with leadership on technology and process enhancements that improve decision-making.

Leadership Attributes & Competencies

- Strategic mindset with the ability to connect financial results to organizational goals.
- Strong analytical thought process with the ability to simplify complex information.
- Exceptional written, verbal, and presentation skills
- Ability to explain what the numbers mean, not just what they are.
- Proven negotiation expertise with banks, lenders, and vendors
- Collaborative, team-oriented leadership style
- Professional courage to challenge assumptions constructively.
- Unquestioned integrity and sound judgment

Qualifications & Experience

- Bachelor's degree in accounting, Finance, or related field (MBA or CPA preferred)
- Extensive experience in senior financial leadership roles, preferably in private clubs, hospitality, or service organizations
- Demonstrated success partnering with boards and senior leadership teams.
- Strong proficiency in financial systems, advanced Excel, and executive-level PowerPoint presentations
- Experience with Clubessential or similar hospitality accounting systems preferred.

Why This Role Matters

This role is critical to Biltmore Country Club's continued success. The Vice President of Finance will ensure that financial stewardship, strategic vision, and operational excellence advance together preserving the Club's traditions while enabling thoughtful progress for future generations of members.

This description reflects a leadership position that goes well beyond traditional accounting—one that requires judgment, insight, influence, and the ability to lead through both numbers and relationships.

Interested candidates should submit their resume and cover letter to:

Robert Pavao, MBA

Search Consultant – CLA Search

Email: Robert.Pavao@claconnect.com